The Commonwealth of Kentucky Presumptive Eligibility Program

kynect
health coverage
Together for a better Kentucky

Presumptive Eligibility Application Walkthrough Training Guide

Document Control Information

Document Information

Document Name	Kentucky Presumptive Eligibility Module 3 Training Guide
Project Name	Kentucky Health Benefit Exchange
Client	Kentucky Cabinet for Health and Family Services
Document Version	1.0
Document Status	Final Submission
Date Released	March 17, 2025

Document Edit History

Version	Date	Additions/Modifications
1.0	March 17, 2025	Final Submission

Table of Contents

1. Introduction

This training module provides an overview of Kentucky's Presumptive Eligibility (PE) program with a focus on the application process, eligibility determination, and coverage details.

2. Course Overview

In this course, we will be covering a number of topics, including:

- Application General Information

- Logging in and the kynect dashboard

- Completing an application

- Additional information about the program and available resources

3. Presumptive Eligibility Application Process

3.1 General Information

- An individual does not need to be seeking medical services to qualify for PE coverage.

- They can simply ask a Determiner to complete a PE application.

- At the time of a person's application, the Determiner will gather their self-reported information such as:
    - Income
    - Household Size
    - Other criteria such as citizenship/immigration status, incarceration, and other non-financial considerations

Determiners will typically enter the applicant's information into the kynect Eligibility system. kynect will assess the information provided and make an eligibility decision in real-time.

3.2 Periods of Presumptive Eligibility

- For children, adults (parents and caretaker relatives), and former foster care children, an individual is allowed no more than one period of Presumptive Eligibility per calendar year.

- Pregnant women are allowed one Presumptive Eligibility Period per pregnancy. This means a woman applying for Pregnancy PE could potentially receive Presumptive Eligibility more frequently than once per calendar year if she has multiple pregnancies.

- The Determiner will need to advise the applicant of the need to apply for full Kentucky Medicaid to avoid a break in healthcare coverage. In addition, the Determiner should assist the applicant with the process of filing a full Medicaid application. Remember, PE coverage is temporary.

Please note: The kynect system will check for prior coverage at the time of application.

- The PE begin date, or start date, is the date that a Presumptive Eligibility determination is made.

    - For example, if an applicant files an application with you May 7, their start date is May 7.

- Typically, PE coverage lasts for two months, including the month of eligibility determination and the following month. However, if a full Medicaid determination is made, PE coverage will end on the date of that determination, regardless of whether Medicaid is approved or denied.

4. Determining Eligibility

4.1 Self-Reported Information

- It is important to remember that the information for the eligibility determination is self-reported by the applicant, meaning it does not have to be verified.
- This includes Kentucky residency, citizenship, and financial and non-financial criteria.
- While information can be collected using a patient information form, to determine eligibility, determiners will need to log into the kynect Self-Service Portal and enter the client's self-attested information into kynect.

4.2 kynect Eligibility Decision

- As a part of the eligibility determination, kynect will check if the applicant:
    - Is currently enrolled in Kentucky Medicaid
    - Received PE coverage in the current calendar year
    - Received for the current pregnancy
- If kynect identifies that the applicant is currently enrolled in Medicaid, or has received PE in the current calendar year or for the current pregnancy, the application will be denied.

4.3 Coverage Duration

- The kynect system will determine eligibility based on the information entered by the Determiner. As a result, it is extremely important that PE Determiners accurately collect and input the applicant's information and ensure a correct eligibility determination.

- As the Determiner, you will need to understand some basic rules about who to include in each applicant's household and what household income to enter into the kynect system.

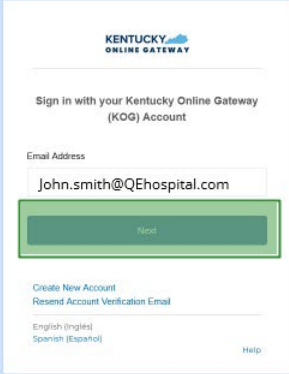# 5. System Demo: Logging in to kynect benefits

The following section provides a step-by-step walkthrough of the system using screenshots. Each image displays the necessary instructions directly on the screen. Please follow the guidance within each screenshot to complete the log in process. Key actions may be highlighted with callouts or annotations to help you navigate the system efficiently.

5.1 Logging into kynect
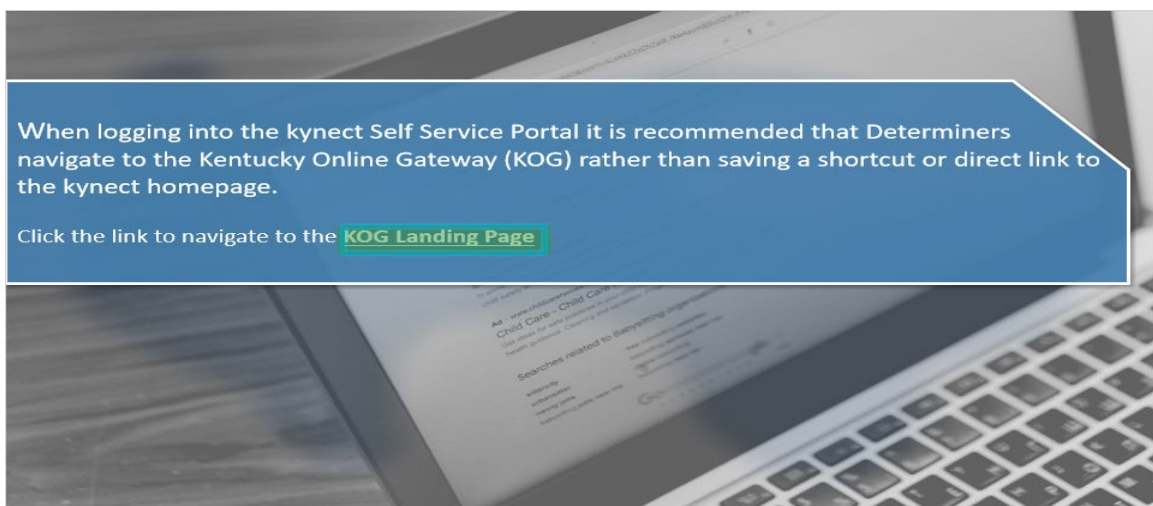
- Click the link to Navigate to the KOG Landing Page.
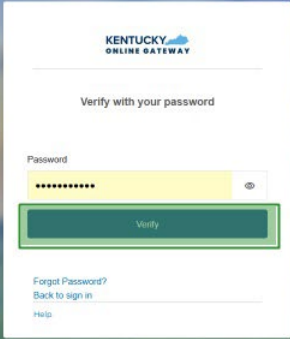
The Kentucky Online Gateway has successfully transitioned to a new platform. If you were previously using Okta Verify, please update your MFA method to the ForgeRock Authenticator. If you are currently using other MFA options (phone or Symantec VIP), no additional actions are required. For assistance and detailed instructions, reference the KOG Login Guide.

On this screen, you will enter the email address that is associated with your KOG account.

Once the email address has been entered please click the **"Next"** button to advance to the next screen.

- On the KOG Login screen, enter the email address, then click "Next" button

If you cannot remember your password or if you need to re-enter your email address, there are links available for **"Forgot password?"** and **"Back to sign in."**

Should you need additional assistance or information, the **"Help"** link will navigate you to the KOG Help screen.

Once you enter your password in the provided field, click **"Verify"** to move to the next screen.

- Next, enter the Password associated with your account
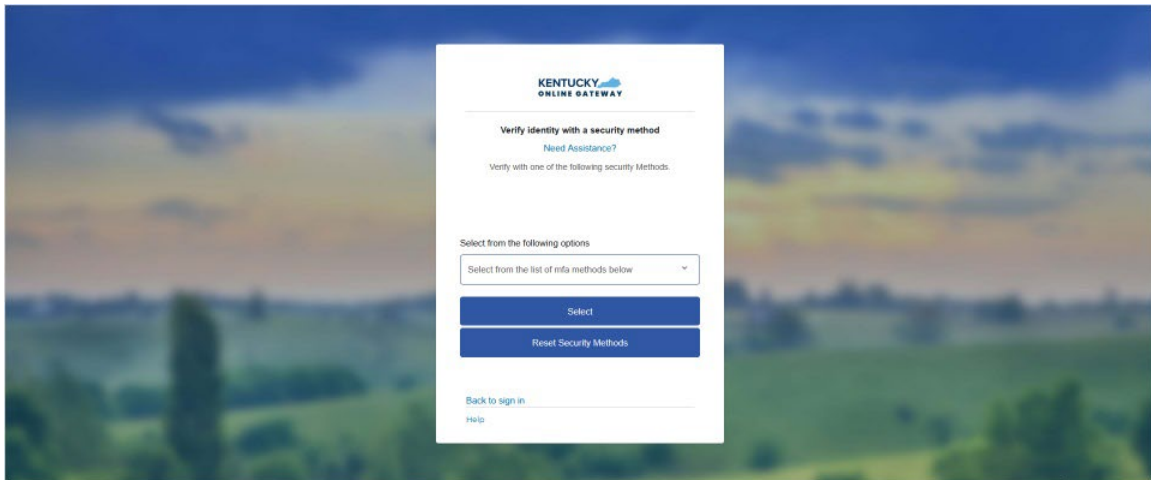
Logging into KOG requires Multi-Factor Authentication (MFA) for security purposes. Set up of an MFA method should be completed during your initial KOG account creation. If you have questions regarding KOG account setup or MFA methods, please see available onboarding materials on the PE Website or confer with your Organization Manager who should be able to assist you with the process.

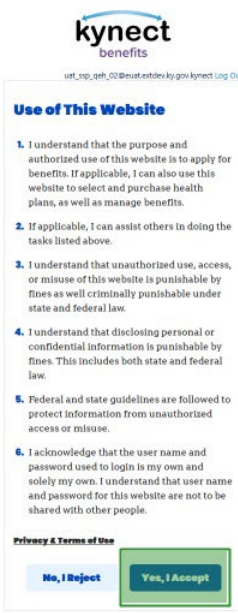- Multi-factor authentication
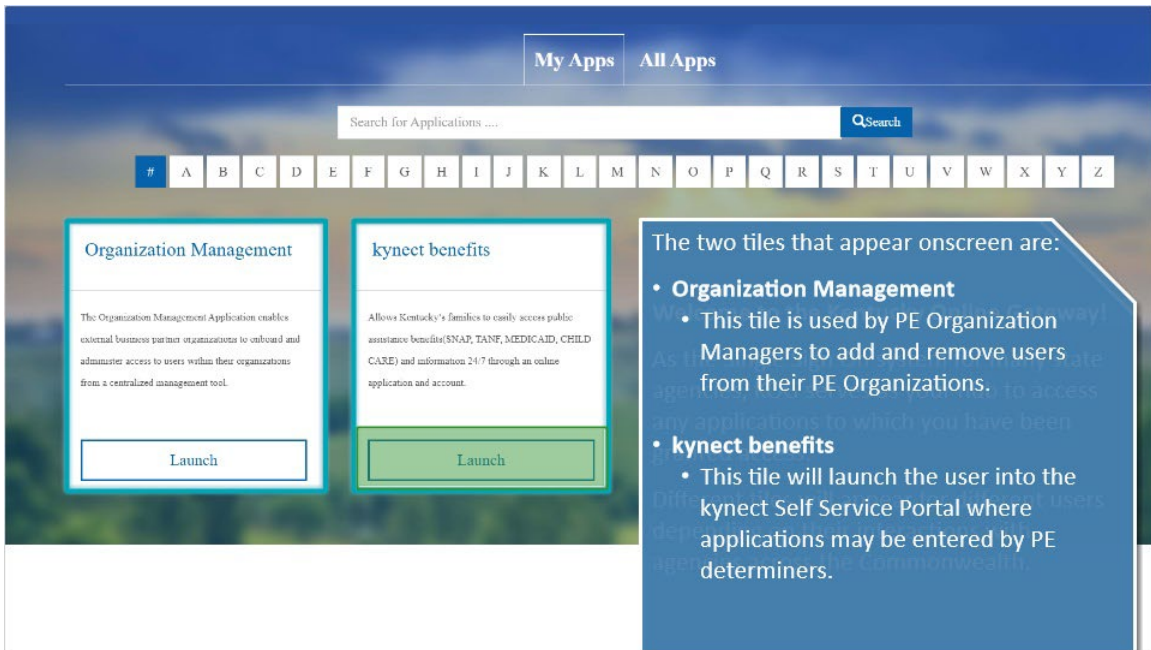
The two tiles that appear onscreen are:

- **Organization Management**
  - This tile is used by PE Organization Managers to add and remove users from their PE Organizations.

- **kynect benefits**
  - This tile will launch the user into the kynect Self Service Portal where applications may be entered by PE determiners.

- KOG Landing Page

Use of This Website
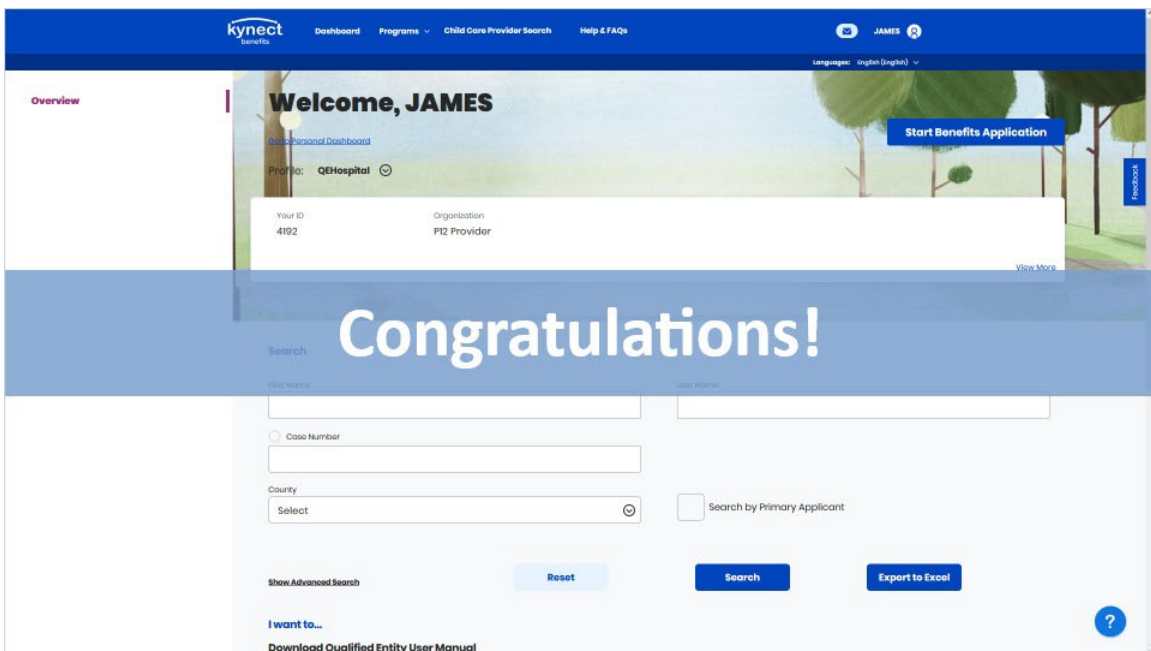
On entering the kynect benefits Self Service Portal, you will encounter the "Use of This Website" terms of use.

After reading the privacy and terms of use, please click "Yes, I accept" to agree to the terms and advance to the next screen.

- Accepting the Terms of Agreement

- PE Dashboard (Successful Login)

6. System Demo: The kynect benefits Dashboard

Now that we have successfully logged into kynect, let's take a look at the features and capabilities of the **kynect Benefits Dashboard.**

You have now successfully logged into the **PE Dashboard Page.** There are several actions that can be performed from this dashboard.

Let's take a look at the main sections of this page.

6.1 Top Navigation
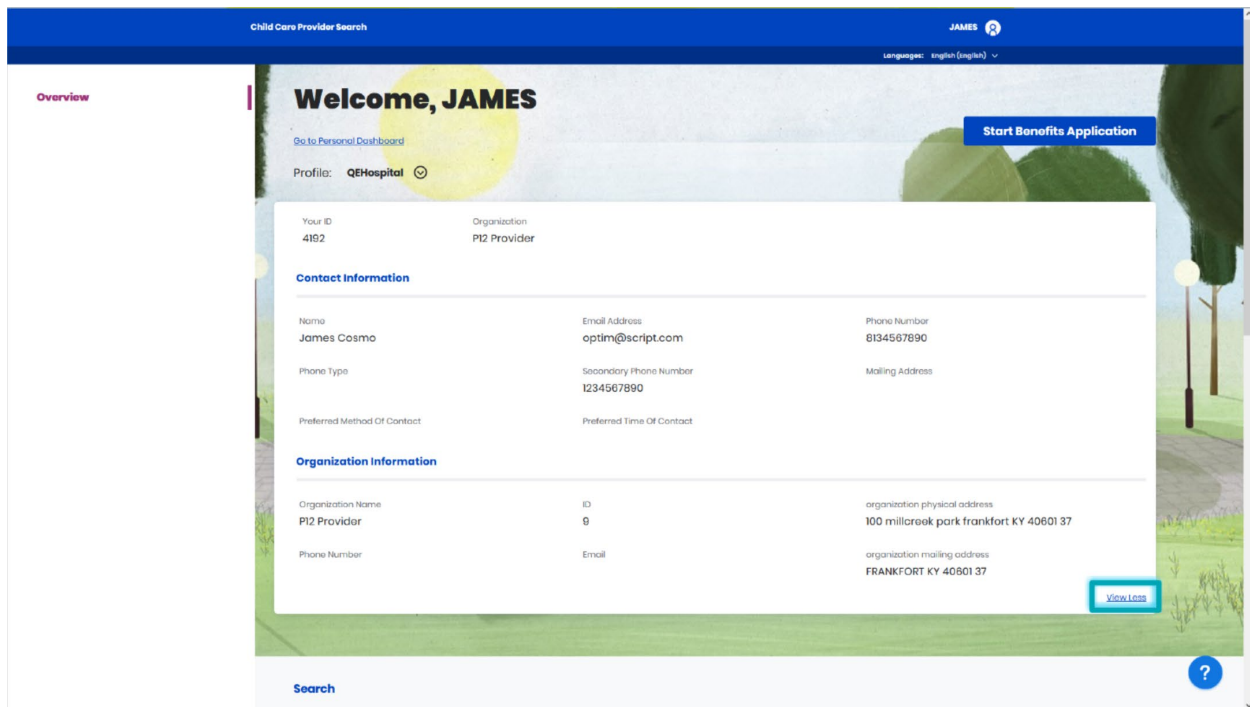
- The **top navigation bar** is always present and can be used to quickly navigate the **Self-Service Portal.** There are several tools here, but we will only cover the ones used by **PE Determiners.**
    - Clicking on the **kynect benefits logo** or the **Dashboard button** will automatically return the determiner to this dashboard page.

    - The **Help and FAQ button** will direct the user to a menu of topics regarding the kynect **Self-Service Portal.**

    - To the right of the top menu, you will find the **Message Center icon**, where electronic notifications will be stored.

    - Lastly, you will see **your own name**, which can be used to update your **account information.**

6.2 Searching for Clients

- The **search feature** is located here. This is where the determiner can locate their clients by filling in the **search parameters.** The determiner can also leave the fields blank, which will generate the entire list of clients associated with the determiner.

Example Search

- In this example, we will search for the first name **Jeri.** Click the **Search** button to proceed.

- After entering your search parameters and clicking the **Search** button, the system will populate the results. Here we see that the search returned one client. The result will contain:
    - Name
    - Age
    - Gender
    - Case Number
    - Case Status
    - Date the application was submitted
    - Date the case was last updated
- Click on **Jeri's name** in the search results to review her information.

6.3 Viewing Eligibility Results

- These are the **eligibility results** for our example case. Within these results, the **Determiner** can find the **status and duration of eligibility** if the client is approved.
- Clicking **View PE Card** will take the determiner to a page where they can **download or print** the client's **PE card.**
- Click on **Next Steps** to find out more information about what is next in the process for the client.

6.4 Client Next Steps

- This page provides information on the client's **next steps.**
  - Clicking on the **caret beside "Information for the Service Provider"** will populate a box displaying details, including what **services the client is eligible for.**
  - Clicking on the **caret beside "Information for the Recipient"** will display information regarding the client's **Managed Care Organization (MCO), services, regulations,** and other helpful information.
- Now that we have reviewed **Jeri's information**, please click the **Go to Dashboard** button to return to the dashboard page.
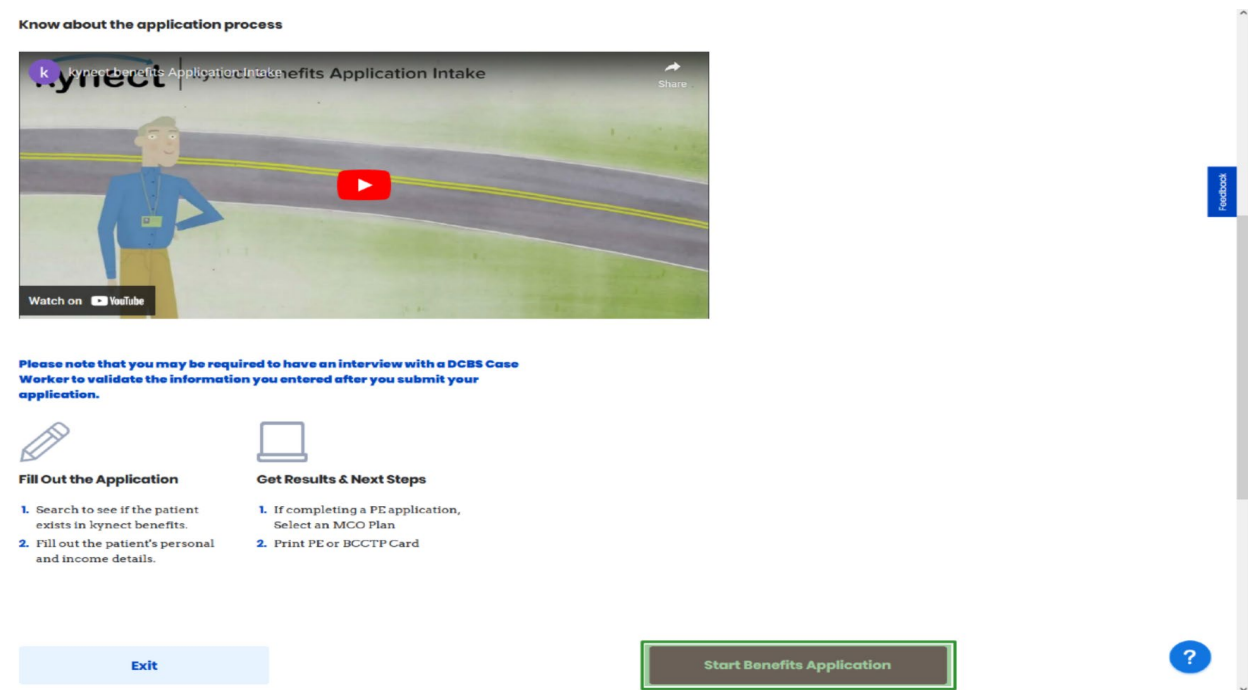
7. System Demo: Starting an Application

- Now that we have looked at the capabilities of the dashboard, let's take a look at the process for **starting the PE application.**
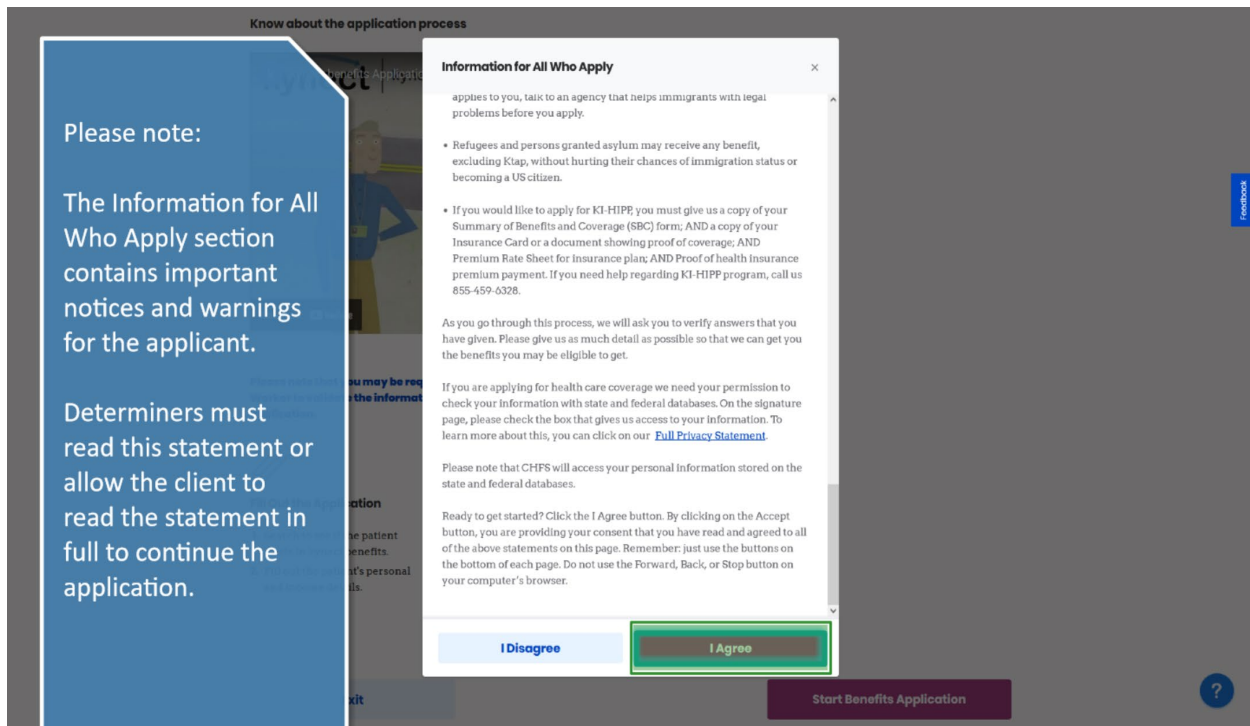
7.1 The Landing Page
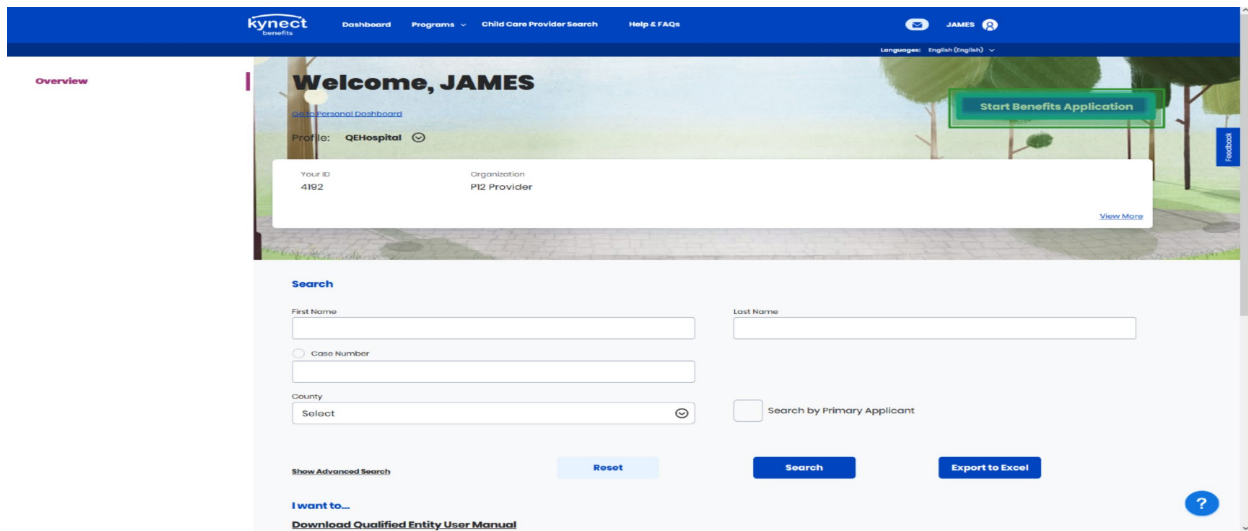
- As previously discussed, an application for **PE** is started from the **Dashboard page.** Click the **"Start Benefits Application"** button at the top right of the screen to begin.

- To continue to the application, you will need to scroll down to the bottom of the screen. Find and click on the **"Start Benefits Application"** button to proceed.

Please Note: The Information for All Who Apply sections contains important notices and warnings for the applicant. Determiners must read or allow the client to read the statement in full to continue the application.

- You will see the **"Information for All Who Apply"** section, which contains important notices and warnings for the applicant. Determiners must **read** or **allow the client to read** the statement in full to continue the application.

To proceed:

- You will have to **scroll all the way to the bottom** of the statement to find the **"I Agree"** button.

- Click on the **"I Agree"** button to proceed with the application.

7.2 Program Selection Screen

- You have now reached the first page of the application. This is the **Program Selection** screen.
- The **Application screens** are split into two primary sections:
  - **Left Navigation Panel**: Always available throughout the application. From this section, you can **track your progress** and navigate back to completed sections if you need to make any necessary edits.
  - **Right Side (Application Section)**: This is where you will **review questions with the applicant** and record their responses.
- From the **Program Selection** screen, you can choose the type of program the client would like to apply for. **Presumptive Eligibility Determiners** can apply for one of two programs:

1. **Presumptive Eligibility (PE)** – We will cover this in detail later.

2. **Breast and Cervical Cancer Treatment Program (BCCTP)** – We will review this next.

- For now, let's take a look at the **Breast and Cervical Cancer Treatment Program (BCCTP).** Please select **"Breast and Cervical Cancer Treatment Program"**, then click **"Next"** to find out more about this program.

7.3 Breast and Cervical Cancer Treatment Program (BCCTP)

Covered Group/Breast Cervical Cancer Treatment Program

This benefit is available to women who:

- Are under the age of 65

- Have been diagnosed as needing treatment for either breast or cervical cancer, including pre-cancerous conditions or early-stage cancer

- Are in treatment for breast or cervical cancer

- Do not have creditable health coverage

NEXT

7.4 Determiner and Applicant Coverage Category

Covered Group/Breast Cervical Cancer Treatment Program

Determiners and Applicant Coverage Category

As a Determiner, the type of provider you represent will determine which coverage groups or coverage category you are authorized to accept and process PE applications.

BCCTP PE eligibility can only be determined by health care providers designated by the Kentucky Women's Cancer Screening Program.

All other non-hospital providers are limited to processing PE applications for only the Pregnant Women category.

Hospital based providers and Determiners generally accept and process PE applications for each coverage group except BCCTP.

NEXT

8. System Demo: Entering a PE Application – Contact Information

Now that we have collected the **Primary Applicant Information**, we will look at the screens for the **Contact Information** section. Click **Next** when you are ready to begin.

8.1 Contact Information Overview

- As you can see in the **left progress bar**, the **Primary Application** section is now marked **complete**. You can return to the section by clicking the **section header**.
- **Contact Information** is now shown as the current **"In Progress"** section.
- The **Contact Information** screen collects data on how to contact the client by **mail, phone, or email**. It also collects information regarding the applicant's **language** and whether they need **assistance with communication**.
- Click **Next** to start entering **Douglas's** contact information.

8.2 Entering Email and Phone Number

- The first section of the **Contact Information** screen allows you to capture the **email address** and **telephone number** of the applicant.
    - You will also be asked to identify whether the **phone number** provided is a **landline or a cell phone**.
    - You can also add an additional phone number by clicking the **"Add a Secondary Phone Type"** widget.
- This information is important to collect as it allows **you and other kynect system users** to have a way to communicate with the applicant for any necessary **follow-ups**, including providing assistance with filing a **full Medicaid application**.
- Click the **Email and Phone Number** section to add **Douglas's** information.
- **Douglas indicates that his phone is a cell phone and that he does not have any other phone types.**
- Click **Cell**.

8.3 Language and Communication Preferences

- The next section of the **Contact Information** screen allows you to capture information about the applicant's **language** and any **communication needs** they may have.
  - The **preferred written language** can be toggled between **English and Spanish**.
  - The language selected will determine the language of the applicant's **notices and communications**.
- **Douglas speaks English, so no change is needed.**

- Click **Next** to continue with the application.

Address Information

You may encounter applicants who do not have permanent housing or a fixed address.

In these situations you would select "No" when asked if the individual has a physical address.

The system will prompt you to enter a mailing address. A mailing address can be any address that the client has access to.

These can include, but are not limited to:
• A relative or friend's address
• Local Church
• Food Pantry

- For this application, **Douglas does have a physical address**.
- Please select **"Yes"** to enter his address and then click **Next** to continue.

9. System Demo: Entering a PE Application – Personal Details

Let's now take a look at the third section of the application, **Personal Details**. Click **Next** to begin.

9.1 Personal Details Overview

- As you can see in the **progress bar**, we have now completed **two of the five sections** of the application. **Personal Details** is now the current **"In Progress"** section.
- The **Personal Details** screens will collect additional information regarding the applicant that is important for determining **Presumptive Eligibility (PE)**. This section also includes questions related to **pregnancy**.
- Click **Next** when you are ready to enter **Douglas's** information.

9.2 Entering the Benefits Start Date

- Let's take a look at the first question in the section: **"What date should benefits begin?"**
- This question captures the **date that benefits should begin**. It also gives you the capability to **backdate an application** when the application was not able to be entered on the date of the **initial interview** with the client.
- Typically, this will be used to backdate an application when a **Patient Information Form** was used to capture the applicant's information but was not entered into the system on the same day.
- It is important to understand that the **system will only permit backdating up to 3 days**.
- This makes it incumbent on the PE Determiner to ensure applications are getting submitted in a timely manner to avoid delays in coverage for the applicant.

- Should you need to backdate the application **more than 3 days**, then you will need to send a request to **DMS** by emailing the **PE Inbox at PE.Program@ky.go**
- Click the **Benefits Begin** section to enter **Douglas's** information.

9.3 Determining Household Size

- The second question in this section regarding the **number of household members** is an important question, as **household size** is one part of the **financial eligibility** for the applicant.
- Let's step away from the application for the moment to discuss **how household size is determined**.
- Click **Learn More** to see additional information about calculating the applicant's household size.

9.4 Why is Household Size Important?

Why is household size important?

Household Size	Monthly 200%	Annual 200%
1	$2,609	$31,308
2	$3,525	$42,300
3	$4,442	$53,304
4	$5,359	$64,308

Household size is an important factor in determining Presumptive Eligibility because the household's income is compared to the Federal Poverty Level (FPL).

The amount of income a person can have and be eligible is increased by the number of people in the household.

Please note: The figures above may not represent the actual current FPL limits. Updated FPLs will be maintained on the PE Website for easy reference.

On the FPL chart to the left, you can see that a household of 1 can only have $31,308 of annual income and be eligible, while a household of 4 can have an annual income of $64,308.

NEXT

- The amount of income a person can have and be eligible is increased by the number of people in the household.
- Household size is an important factor in determining Presumptive Eligibility because the household's income is compared to the Federal Poverty Level.
- The amount of income a person can have and be eligible is increased by the number of people in the household.

Determining Household

An applicant should include all individuals who meet one of the criteria below when attesting to their household size.

- Parents and Caretaker Relatives of minor children
- Natural, step, and adoptive children
- Spouses
- Unborn children of an included household member

There are several tools available on the PE website to help you assist applicants with determining their correct household size.

NEXT

An applicant should include all individuals who meet one of the criteria below when attesting to their **household size**:

- **Parents and caretaker relatives** of minor children
- **Natural, step, and adoptive children**
- **Spouses**
- **Unborn children** of an included household member

There are several **tools available on the PE website** to help you assist applicants with determining their **correct household size**.

Click **Next** to return to **Douglas's application**.

9.5 Entering Household Information

- **Douglas has indicated** that his household includes:
  - **Himself**
  - **His wife**, who is **pregnant with one child**
  - **Their two children**
- With the addition of the **unborn child**, this would bring his household size to **5**.
- Click the **Household Size** question to enter the information.

Personal Details

Prior Receipt

The next question asks if the applicant has received PE benefits in the calendar year.

As previously discussed, PE eligibility for non-pregnant individuals can only be received once per calendar year.

- Douglas has indicated that he has not received PE previously.
- Select **No** for the question.

Personal Details

Parent or Caretaker

The next question asks if the applicant is a parent or caretaker for any child in the home.

Being a parent or caretaker for a child in the home can help qualify an individual for the Parent Caretaker category of coverage.

- Douglas has two children in the home, so he qualifies as a Parent or Caretaker.
- Answer **Yes** to the question.

9.8 Pregnancy Eligibility Questions

- The presumptive Eligibility application is dynamic and will only populate the questions needed based on how prior questions have been answered.
- Because we indicated early in the application that Douglas is male, there is no question regarding Pregnancy for his application.
- However, for a female applicant, this question would appear at this point.
- Let's take a look at the Pregnancy Question and some additional screens that are used to capture information about eligibility for Pregnancy coverage.

9.9 Pregnancy Questions for Female Applicants
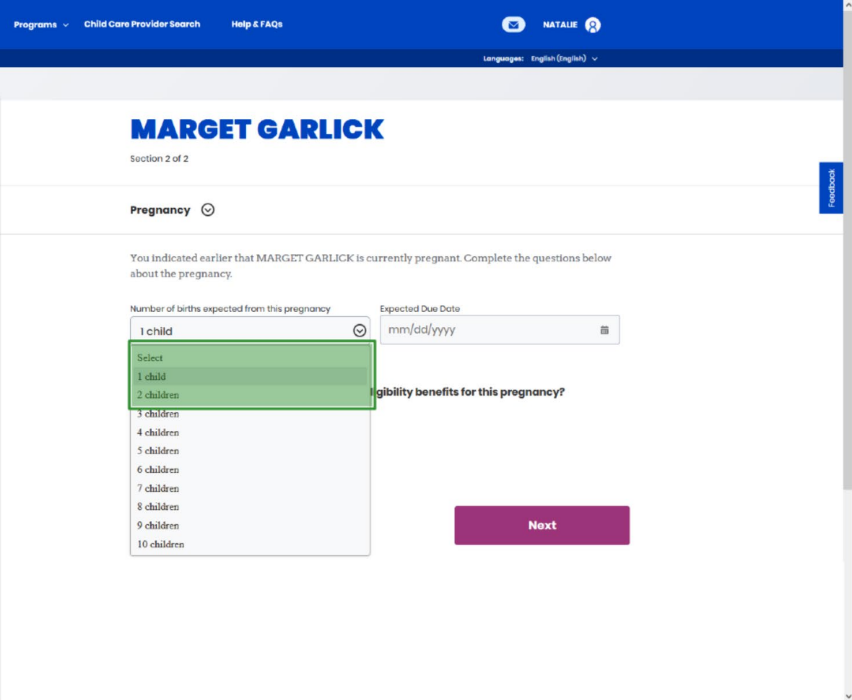
- As you can see, we are now looking at an application for Marget Garlick and the Pregnancy question has populated.
- Click yes to indicate that Marget is pregnant.
- Each expected birth increases an applicant's household size by one, which, subsequently, increases the amount of income the applicant may have and remain eligible.
- Clicking the "Number of births expected section will populate a dropdown menu where the Determiner can select between 1 and 10 births.
- Marget indicates she is only expecting one child.   Select 1 child from the dropdown.

Pregnancy

The final question on the pregnancy screen asks whether the applicant has already received PE benefits for this pregnancy.

Determiners should accurately record the applicant's statement.

Despite having system checks for prior receipt, it is possible for an applicant to have already received benefits under a different name or Social Security Number, especially in circumstances where the individual may be assigned a pseudo number.

MARGET GARLICK
Section 2 of 2

Pregnancy ⊙

You indicated earlier that MARGET GARLICK is currently pregnant. Complete the questions below about the pregnancy.

Number of births expected from this pregnancy
1 child

Expected Due Date
05/15/2025

Has MARGET GARLICK received Presumptive Eligibility benefits for this pregnancy?

Yes   No

Back   Exit   Next

- Selecting the correct Due Date for the pregnancy is also important to the applicant's eligibility.
- The kynect system will check the due date to ensure there are no overlaps in PE coverage.
- Click the Due Date section to enter Marget's expected due date of May 15th, 2025.
- The final question on the pregnancy screen asks whether the applicant has already received PE benefits for this Pregnancy.
- Determiners should accurately record the applicant's statement.
- Despite having system checks for prior receipt, it is possible for an applicant to have already received benefits under a different name or Social Security Number, especially in circumstances where the individual may be assigned a pseudo number
- Marget has indicated that she has not received PE for this pregnancy. Select NO

- Now that we have reviewed the pregnancy screens, let's return to Douglas's application. click next to proceed.

Personal Details

Insurance Coverage

The next question asks about existing insurance coverage an applicant may have.

Only those who do not have insurance that covers doctors, office visits, and hospitalization are eligible for PE coverage.

What date should benefits begin?
02/12/2025

How many household members does DOUGLAS T ADAMS have (including DOUGLAS T ADAMS and any unborn children)?
4

Has DOUGLAS T ADAMS received Presumptive Eligibility benefits this calendar year?
Yes | **No**

Is DOUGLAS T ADAMS a parent or caretaker for any child in the household?
Yes | **No**

Does DOUGLAS T ADAMS currently have insurance that covers doctors, office visits, and hospitalization?
Yes | No

Is DOUGLAS T ADAMS currently incarcerated?
Yes | No

Was DOUGLAS T ADAMS ever in foster care?
Yes | No

Back | Exit | Next

- Now that we have returned to Douglas's application let's take a look at the final three questions in the Personal Details section.
- The next question in the application asks about existing insurance coverage an applicant may have.
- Only those who do not have insurance that covers doctors, office visits, and hospitalization are eligible for PE coverage.
- Douglas has indicated that he does not have any insurance at this time. Select no to move to the next question

Personal Details

Incarceration

The next question asks whether the applicant is currently incarcerated.

Applicants who are currently incarcerated are not eligible for PE.

What date should benefits begin?
02/12/2025

How many household members does DOUGLAS T ADAMS have (including DOUGLAS T ADAMS and any unborn children)?
4

Has DOUGLAS T ADAMS received Presumptive Eligibility benefits this calendar year?
Yes | No

Is DOUGLAS T ADAMS a parent or caretaker for any child in the household?
Yes | No

Does DOUGLAS T ADAMS currently have insurance that covers doctors, office visits, and hospitalization?
Yes | No

Is DOUGLAS T ADAMS currently incarcerated?
Yes | No

Was DOUGLAS T ADAMS ever in foster care?
Yes | No

Back | Exit | Next

- The next question asks whether the applicant is currently incarcerated.
- Applicants who are currently incarcerated are not eligible for PE.
- Douglas is not currently incarcerated. Select no to move to the next question

Personal Details

Foster Care

As discussed previously in the training, former foster care children have special eligibility considerations regarding income and citizen/immigration criteria.
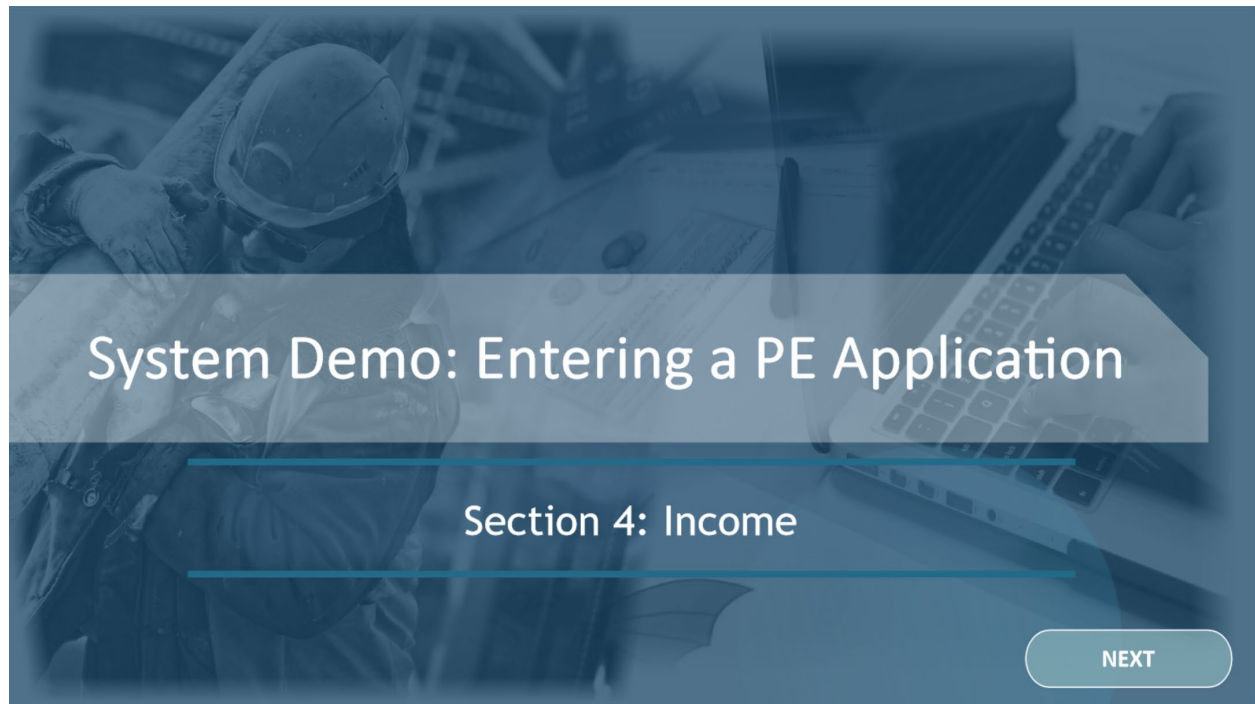
What date should benefits begin?
02/12/2025

How many household members does DOUGLAS T ADAMS have (including DOUGLAS T ADAMS and any unborn children)?
5

Has DOUGLAS T ADAMS received Presumptive Eligibility benefits this calendar year?
Yes | No

Is DOUGLAS T ADAMS a parent or caretaker for any child in the household?
Yes | No

Does DOUGLAS T ADAMS currently have insurance that covers doctors, office visits, and hospitalization?
Yes | No

Is DOUGLAS T ADAMS currently incarcerated?
Yes | No

Was DOUGLAS T ADAMS ever in foster care?
Yes | No

Back | Exit | Next

- The final question of the Personal Details section asks about whether the applicant was ever a foster child.
- As discussed previously in the training, former foster care children have special eligibility considerations regarding income and citizen/immigration criteria.
- Douglas states he was never in foster care.
- Select no to the question and then hit Next to complete the Personal Details section of the application.

10. System Demo: Entering a PE Application – Income

- Let's now take a look at the 4th section of the application, Income. click Next to begin

10.1 Income Details Overview

- As you can see, we have now completed 3 sections of the application.
- Income details is now the in progress section of the application. As mentioned earlier in the training, income is the second half of the financial determination of eligibility. Correctly capturing an applicant's income is vital to a correct eligibility determination. Before we start entering Douglas's income, let's take a look at some of the rules around counting income.
- Select the learn more button when you are ready to begin.

10.2 Income Limits for Coverage Groups

Income Limits for Coverage Groups

	Coverage Group	FPL
Income limits for PE coverage are based on the Federal Poverty Level (FPL)	Parent/Caretaker Relative	Not Based on FPL
Different groups have a different FPL used to determine their eligibility for PE	Pregnant Women	200%
	Children up to age 1	200%
	Children ages 1-5	147%
Each coverage group has a unique income level as shown in the chart to the right.	Children ages 6 -18	109%
	Adults 19-64	138%

- As discussed earlier, financial eligibility for PE is determined by comparing an applicant's countable income to the Federal Poverty Level. However, income limits for different coverage groups vary. Each coverage group has a unique income level, as shown in the chart to the right.
- As you can see from the chart, different groups have a different FPL used to determine their eligibility for PE
- For Parents and Caretaker Relatives, eligibility is not based on the FPL
- Both Pregnant women and children, up to the age of one, are eligible at or below 200% of the FPL
- Children Ages 1 to 5 are eligible at or below 147%
- Children Ages 6 to 18 are eligible at or below 109%
- And, Lastly, Adults ages 19 - 64 are eligible for PE at or below 138% of the FPL - this limit includes a 5% income disregard.

10.3 Countable vs. Non-Countable Income

- So how do we determine how much income to consider for an applicant? Knowing what income an applicant needs to count and what income is excluded is important for a PE determiner. Ensuring that an applicant's income is correctly considered will help to ensure a correct eligibility determination.
- Let's take a look at some of the more common income types to see what you should and should not count in the PE Application.
- **Count the following income types for PE determinations:**
    - o Wages and tips
    - o Unemployment
    - o Pensions and Annuities
    - o Income from a business
    - o Self-employment
    - o Military retirement/Pension
    - o Interest
    - o Alimony Payments, or
    - o Social Security Benefits often referred to as (RSDI)
- **Do not count the following income types for PE:**
    - o Worker's Compensation
    - o Scholarships, awards, or fellowship grants used for education (Except room and board)
    - o Veteran's benefits
    - o Child support
    - o Supplemental Security Income (SSI), or

   o Tribal Payments for American Indians and Alaskan Natives

Please Note: This is not an exhaustive list of all income types. Please refer to your PE Handbook and other materials available on the PE Website for additional information on countable and non-countable types of income.

10.4 Whose Income Counts?

- Now that we know how income is considered and what income to count, let's look at whose income is required to be included in a PE application.
- Household income is the combined countable pre-tax income of all included household members.
- Income of Children
- Generally, income of minor children residing with their parent is not included in the household income.
- However, if their income is great enough to require them to file a tax return, that income would then be included

10.5 Average Monthly Income

Average Monthly Income

To determine eligibility for PE, kynect will convert income that is received periodically (such as weekly or bi-weekly) to an Average Monthly Income. As a result, the income that is calculated by the system may appear higher than applicants may expect.

Frequency of pay	Calculation
Weekly	Weekly rate x 4.33
Bi-weekly	Bi-weekly rate x 2.66
Semi-monthly	Semi-monthly rate x 2
Monthly	No calculation
Annually	Annual income/12

For Determiners who use a Patient Information Sheet for applicant interviews and later transfer that information into kynect, the worksheet allows you to capture the pay, frequency, and name of the income recipient.

You do not need to manually convert the income to a monthly amount, kynect will make that conversion for you when the information is transferred to the eligibility system.

NEXT

- To determine eligibility for PE, kynect will convert income that is received periodically (such as weekly or bi-weekly) to an Average Monthly Income. As a result, the income that is calculated by the system may appear higher than applicants may expect.
- This chart shows the calculation that will be applied to income for different frequencies of pay.
- Let's look at weekly income. Because there are 52 weeks in each year not all months will have the same number of pay periods. To account for this kynect will multiply the weekly income by 4.33. This calculation is essentially taking the weekly rate and multiplying it by 52 weeks then dividing by 12 to arrive at an average monthly income.
- Bi-weekly income is basically the same calculation but only considering 26 pay periods per year.
- It is important to understand that semi-monthly income is different from bi-weekly income in that it will only ever be received two times per month.
- Monthly income does not require any system calculation
- Finally, income that is annual will be simply divided by 12 to determine the average monthly income.
- For Determiners who use a Patient Information Sheet for applicant interviews and later transfer that information into kynect, the worksheet allows you to capture the pay, frequency, and name of the income recipient.
- You do not need to manually convert the income to a monthly amount, kynect will make that conversion for you when the information is transferred to the eligibility system.
- Click next to begin entering Douglas's income details

10.6 Adding Income Info Box

Income Details

Adding Income Info Box

The start page of the income screen has an information box to remind PE Determiners to always enter each form of income as a separate item and not to combine multiple incomes into a single entry, even when the income types are the same.

This means that, in instances when an applicant has two jobs, that each job should be entered as it's own entry.

Income Summary

Details are required for DOUGLAS T ADAMS's income source(s) listed below. If DOUGLAS T ADAMS has other income sources that don't appear in this list, please add them.

Adding Income ×

If you have multiple sources of income of the same type, please be sure to include each one on the screen.

For example, if you have two jobs from employers, enter information for the first, then select "Add Income" to add the second.

This guidance applies to all income types.

Next

Next

- The start page of the income screen has an information box to remind PE Determiners to always enter each form of income as a separate item and not to combine multiple incomes into a single entry, even when the income types are the same.
- This means that, in instances when an applicant has two jobs, that each job should be entered as its own entry.
- Click Next to begin the Income Details section

## 10.7 Entering Income Details

- Adding income to a PE application is an easy process. For each source of income that you need to enter you simply select the add income button and add each income in turn. In the event that an applicant does not have any income you would select next on this screen without making any entries.
- Douglas indicated that he does have income.
- Click the Add Income button to enter Douglas's income.

- The first section of the Income Details screen requires the Determiner to select whether the Applicant is the recipient of the income or if it is income of a different household member. If you select, different household member the system will ask you to input the name of the other household member. Otherwise, the process is exactly the same.
- Douglas does have income, so select the box for him to input his income.
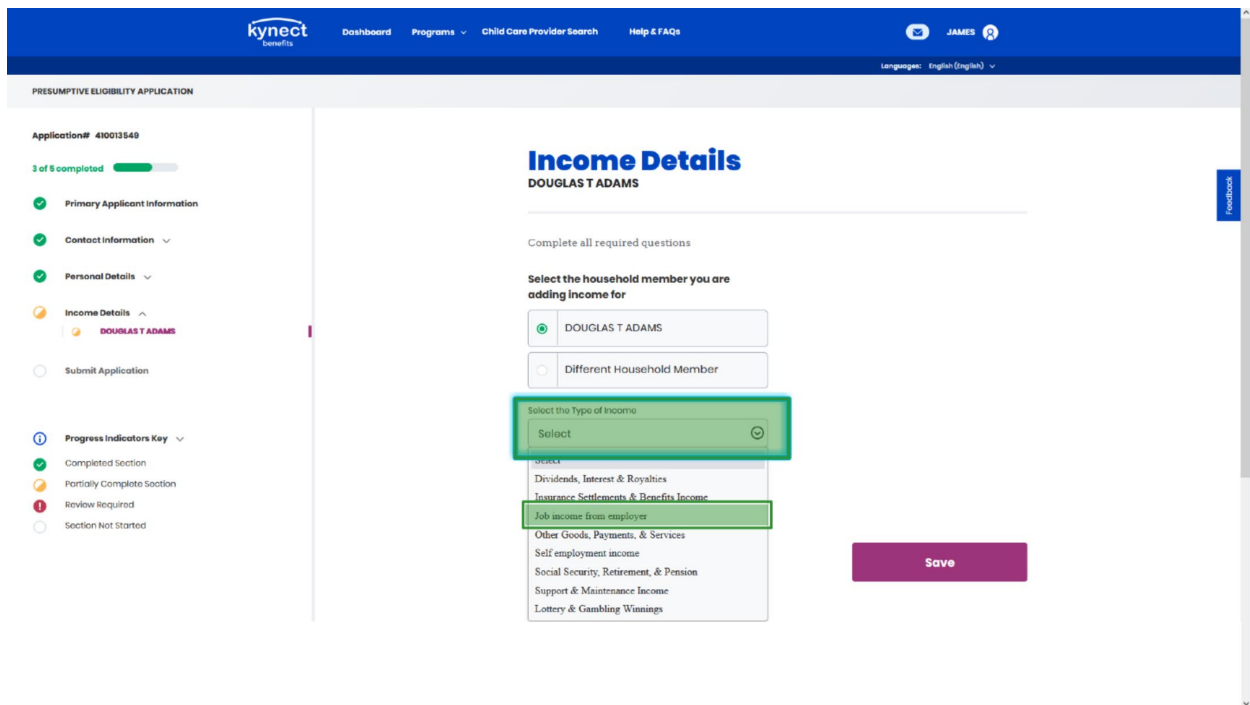
- The next question relates to the type of income that is being entered.
- Click on Select to see the options available in the dropdown.
- Douglas indicates that he has wages from employment. Select Job income from employer from the dropdown menu.
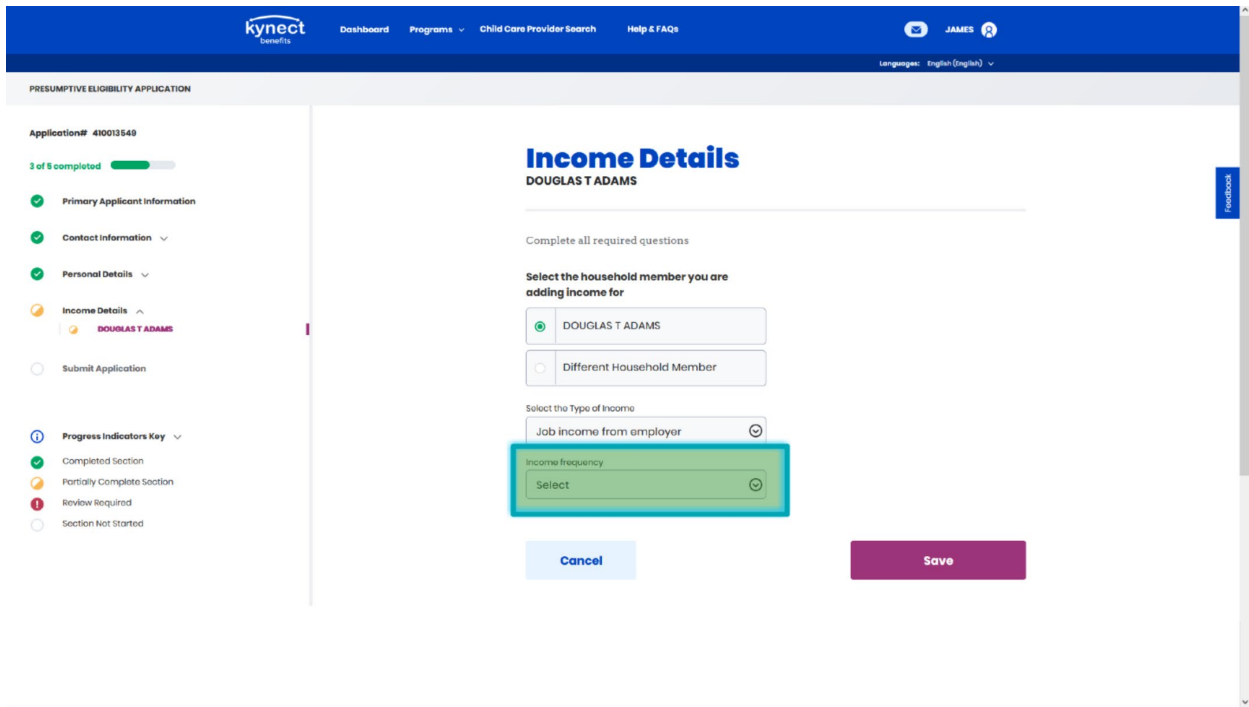
- Next you will enter how often Douglas gets paid from his employer. Click income frequency to populate the drop down box of options.
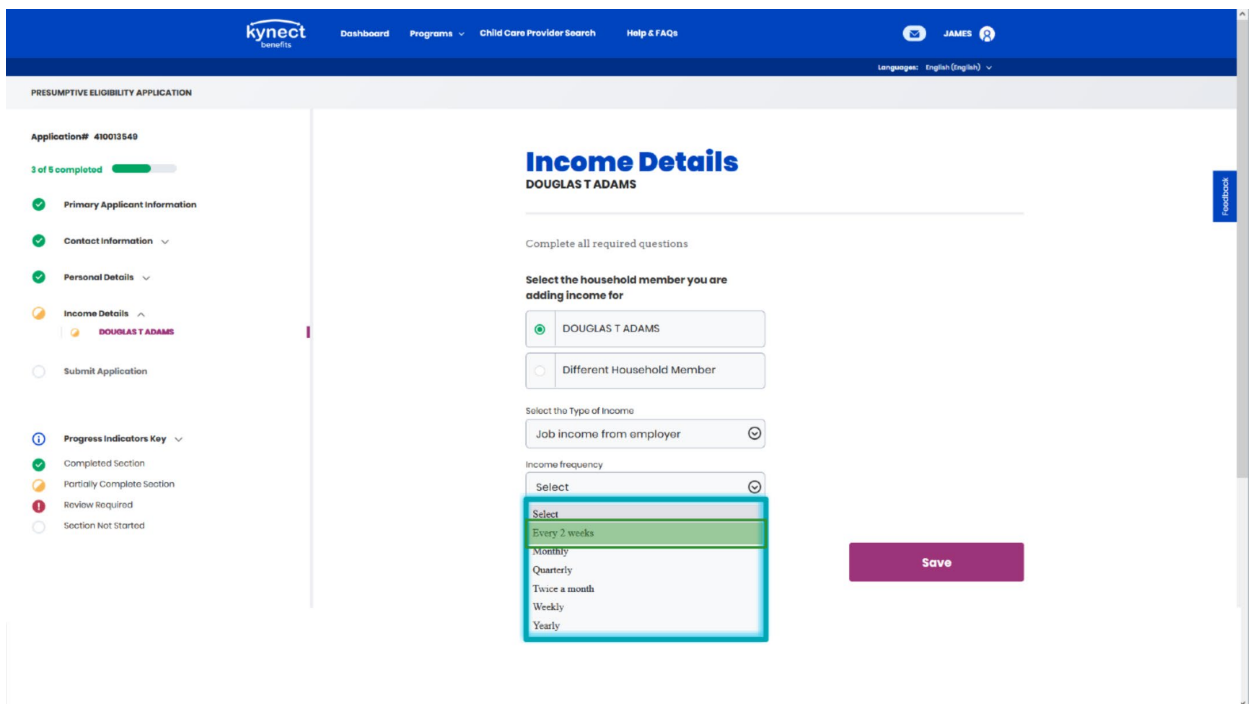
- As previously discussed, there are several options for pay frequency. Determiners should make sure to clarify with the applicant on the correct pay frequency.
- Douglas has indicated that he is paid bi-weekly. Select Every 2 Weeks from the dropdown menu

- Once the Pay Frequency is entered an additional field populates to enter the gross income for that pay frequency. It is important to remember that entries for this field need to be the pre-tax income of the applicant and not their net, or bring-home pay.
- Douglas indicates that his bi-weekly gross income is $1000. click the box to enter his income.


- Please click save to save this members household income.
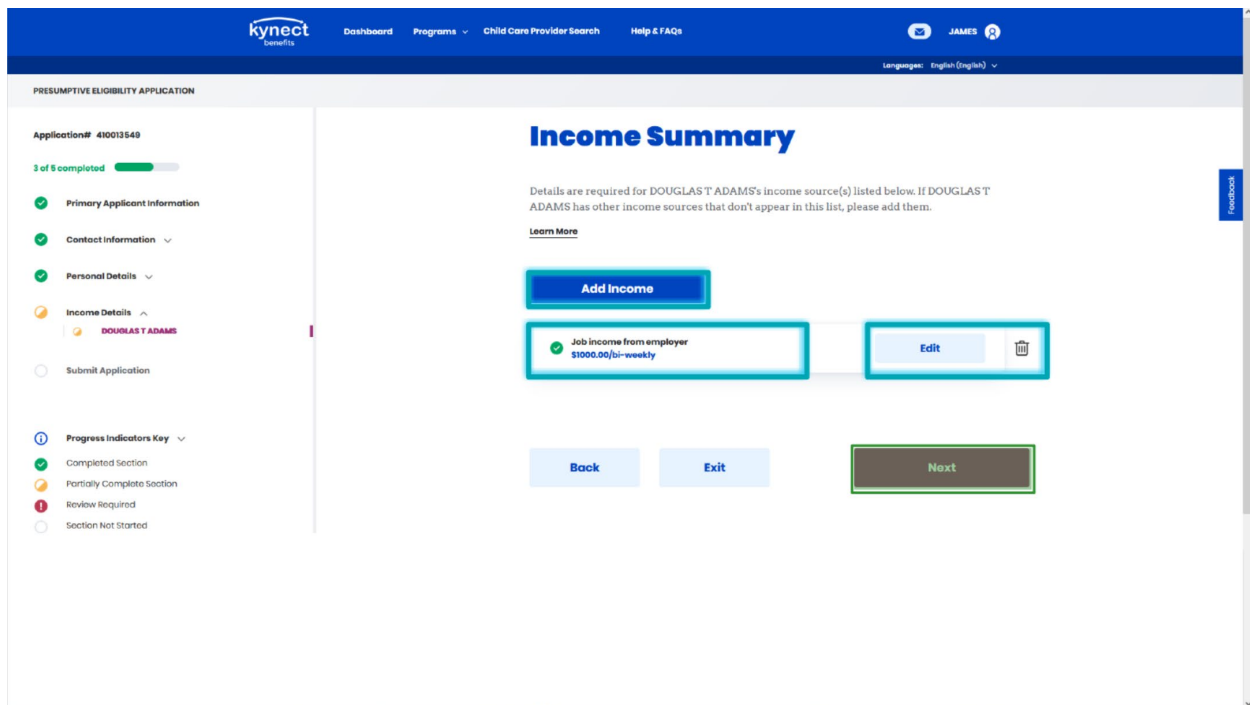
- The income for Douglas has now been saved and you have been returned to the income summary screen.
- You can see the summary of the income that was just entered. Determiners should review this screen to ensure that the income has been entered accurately.
- Additionally, from this screen you can also select to add additional income
- You can also make edits or delete any record that has already been entered.
- Douglas indicates that he does not have any additional income. After reviewing the screen click next to complete the income section.

## 11. System Demo: Entering a PE Application – Submit Application
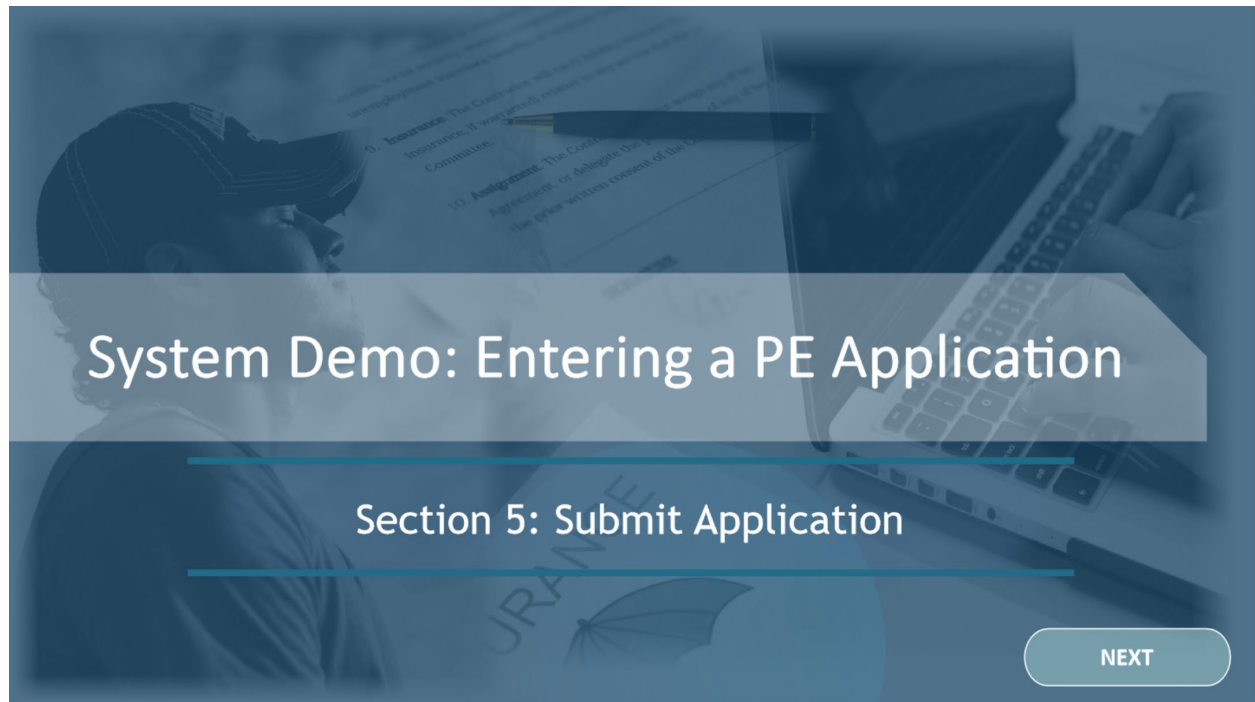
- Congratulations! You have completed the data collection portion of the PE application. All that remains is to submit the application. Let's look at the process for completing the PE application.
- Click next when you are ready to begin.

11.1 Submitting the Application
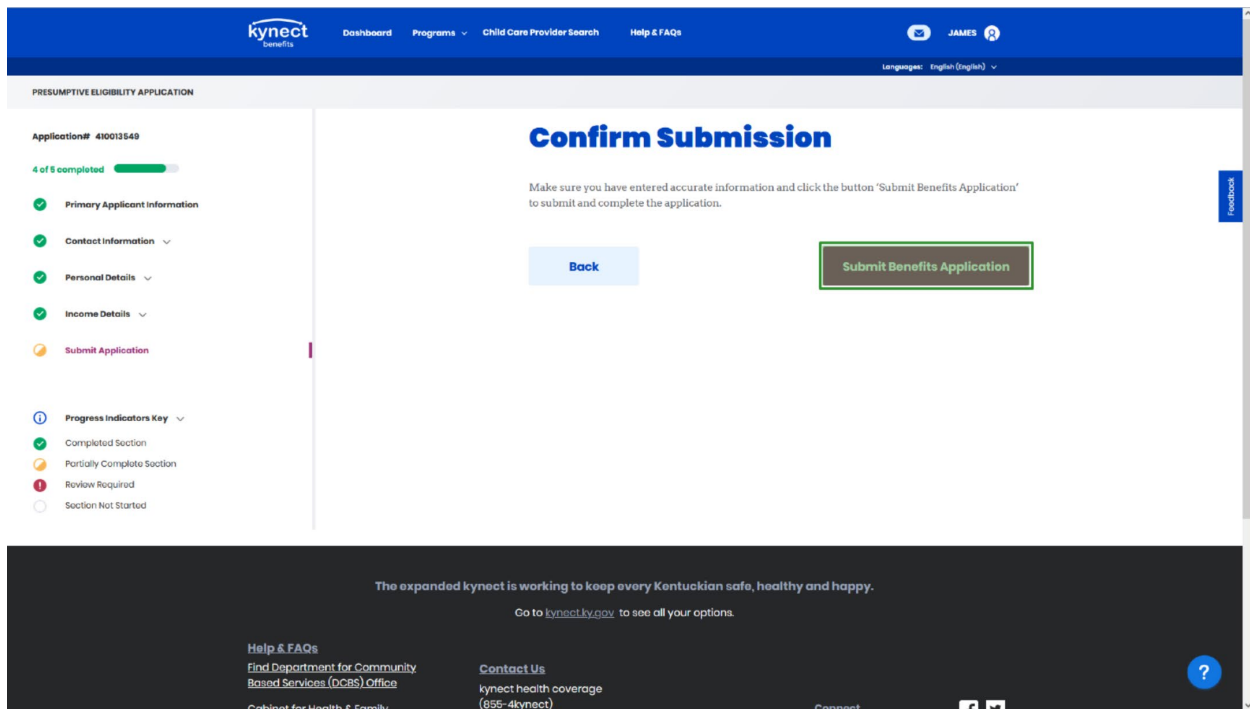
- We have reached the end of the application! Please click submit benefits application button to determine the eligibility for Douglas.

11.2 Processing the Application
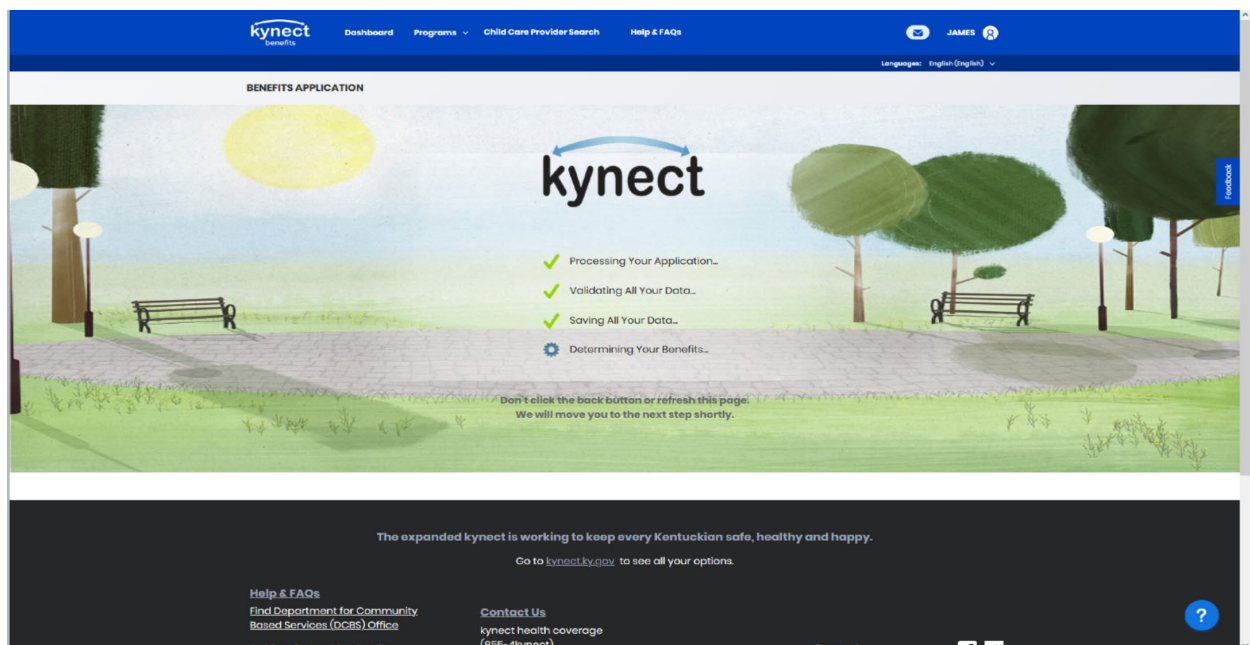
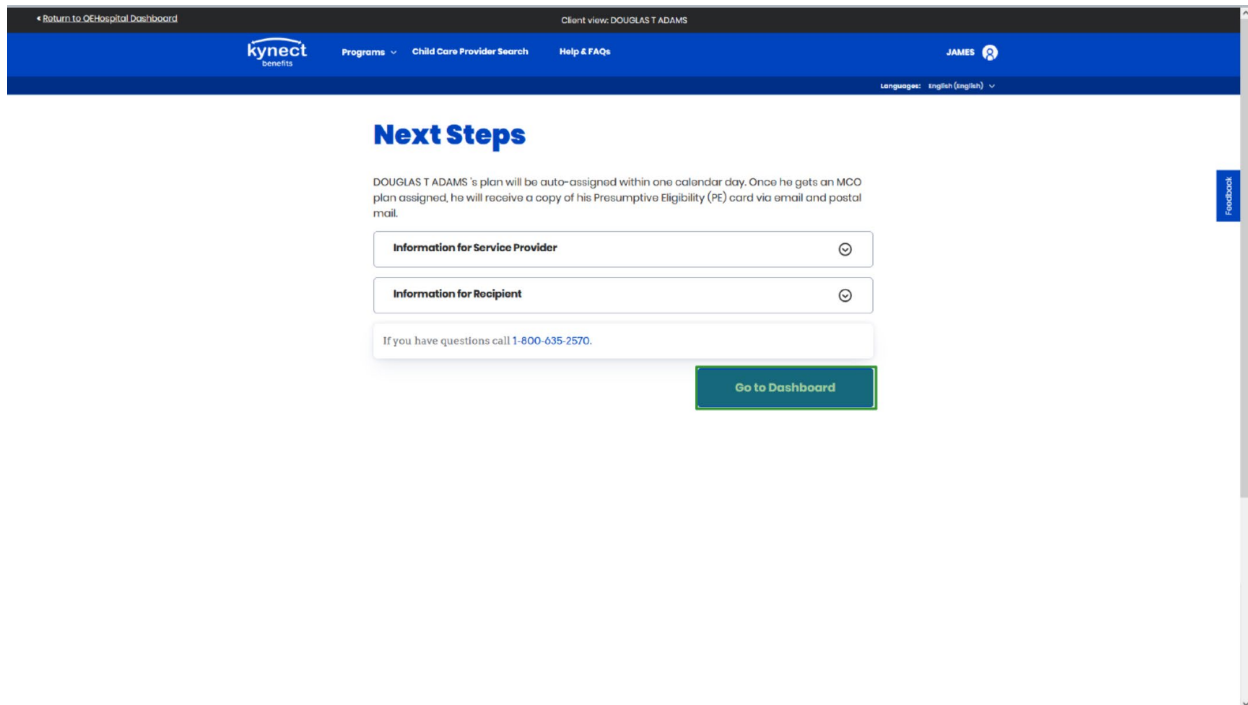- The system will now process the application and determine eligibility.

11.3 Eligibility Results

- This is the eligibility results screen, here we can see that his status is pending enrollment.
- That means that Douglas has been approved for PE and that the system will auto enroll Douglas in an MCO.

Please Note: After the client has been assigned a Managed Care Organization, this page will display a link to print their PE Card.

11.4 Post Determination Information

- You have successfully completed the application for Douglas! Clicking the Go to Dashboard button will exit you from the Demo.

Post Determination

Next steps

For those approved

For applicants who are determined eligible for PE, a full Medicaid application should be completed and submitted before the PE end date.

This will help the recipient to avoid a break in health coverage.

For those denied

If the PE application is denied, you should still encourage and assist the applicant to file a full Medicaid application.

There may be categories of coverage they qualify for.

NEXT

- Regardless of the outcome of the eligibility determination it is important for the applicant to make a full application.

12. Assessment

1. **Which of the following actions can be performed from the kynect benefits Dashboard screen?**

   A. Toggling between different types of access

   B. Searching for clients

   C. Viewing messages and notifications

   D. All of the above

2. **The Contact Information Section of the application collects information about all of the following EXCEPT**

   A. Email address

   B. Residence and mailing address

   C. Highest Level of Education

   D. Phone Numbers

3. **For a child under the age of 19 all of the following people must be counted in their household size, if they live in the same household, EXCEPT:**

    A. Their mother

    B. Their siblings

    C. Their grandparents

    D. An unborn child of an included household member

4. **Complete the Sentence.**

Please read the statement below, then select the response that best finishes the sentence.

For Pregnancy PE it is important to capture the number of births expected for an applicant because...

    A. Each unborn child increases the applicant's household size by one.

    B. Insurance companies need to know if twins are being born.

    C. The applicant may be eligible for WIC if they are having more than one child.

    D. They may need to buy a bigger stroller.

5. **Which of the following income types is NOT countable for the PE Program?**

    A. Child support

    B. Wages and tips

    C. Self-Employment

    D. Unemployment

6. **Determine if the following statement is true or false.**

When entering the income for a PE application, you should enter the pre-tax, or gross income of the applicant.

7. **Determine if the following statement about the BCCTP program is true or false.**

BCCTP eligibility can only be determined by healthcare providers designated by the Kentucky Women's Cancer Screening Program.

8. **Vanessa's PE start date is May 3rd.**

She applies for and is approved for full Medicaid on June 5th. What is her new PE end date?

    A) May 30th

    B) June 5th

    C) June 30th

    D) February 21st

9. **Applications for PE are entered into which system for eligibility determination?**

    A) Excel

    B) MMIS

    C) Captcha

    D) kynect

10. **An individual applies for PE on April 10th and is determined eligible.**

If they do not apply for full Medicaid, when will their PE coverage end?

    A) April 30th

    B) May 31st

    C) June 10th

    D) December 31st

11. **Which of the following actions can be performed from the kynect benefits dashboard screen?**

    A. Toggling between different types of access

    B. Searching for clients

    C. Viewing messages and notifications

    D. All of the above

13. Conclusion

This guide provides an overview of Kentucky's Presumptive Eligibility (PE) application and determination process. Understanding the procedures ensures accurate eligibility assessments and minimizes errors.

PE Determiners play a crucial role in assisting applicants with temporary healthcare coverage. They should advise applicants to complete a full Medicaid application promptly to ensure continuous healthcare access.